

PLAN CHECK ENGINEER

DEFINITION

To receive and check plans and designs for complex structures and commercial buildings to ensure compliance with codes, ordinances, and regulations; to assist inspectors, contractors, design professionals and the public regarding construction requirements; and to provide technical assistance to the Chief Building Official.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official.

May exercise technical supervision over assigned division personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform difficult, varied, and complex plan review of construction plans and engineering calculations.

Review and evaluate construction documents including plans, drawings, blueprints, specifications, engineering calculations, and energy calculations for compliance with governing building codes, state regulations, and local City ordinances.

Prepare plan review reports or comment sheets noting plan deficiencies.

Coordinate project approvals with staff, other departments, and outside agencies.

Respond to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculate permit fees; assist applicants in achieving compliance with various codes and regulations.

Attend meetings to review and discuss plans, documents, and code requirements; perform field reviews as necessary.

Assist Building inspectors in the field where engineering problems are encountered and advise on engineering matters.

Prepare reports and correspondence pertaining to structural engineering problems and building code enforcement; maintain records of plan checking activities.

May assist with the training and supervision of office personnel and plan checking activities.

Communicate and maintain working relationships with architects, engineers, designers, developers, contractors, consultants, building inspectors, staff, and the general public.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Knowledge of:

Engineering or architecture as related to building construction.

Fundamentals of engineering design and analysis.

Building codes and plan review applications.

Research methods, standards, techniques, and terminology as related to building code enforcement and the construction industry.

California State Building Code.

Ability to:

Read and interpret building plans, specifications, and codes.

Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner.

Make structural calculations necessary to determine the adherence of structural plans to code requirements.

Provide clarification and guidance regarding the application of codes, regulations, and ordinances.

Analyze, evaluate and solve or recommend effective solutions to building and code problems and issues.

Maintain records and prepare reports.

Gain cooperation through discussion and persuasion.

Operate personal computers and related software programs, including the computerized permit program.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including architects, engineers, designers, developers, contractors, consultants, City staff, and the general public.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional level experience as an engineer or architect in either (a) performing engineering or architectural design work, one year of which shall be involved in the design of industrial or commercial structures, or (b) performing plan review of complex commercial or industrial structures for a public agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering, architecture, or a related field. Experience may be traded on a year-for-year basis for education requirements.

License or Certificate:

Possession of a valid certificate of registration as a professional engineer issued by the State of California, or registration as an architect issued by the State of California.

Possession of, or ability to obtain within one year from date of hire, a certificate as a Building Plans Examiner from the International Conference of Building Officials (ICBO).

Possession of, or ability to obtain, a valid California Operator's License issued by the State Department of Motor Vehicles.

TYPICAL WORKING CONDITIONS

Work is generally performed in an office environment. Incumbent may travel to various construction sites or other City facilities and be required to drive on surface streets for short periods of time. May be exposed to dust, noise, moving objects, and uneven, wet and slippery surfaces while in the field. May be exposed to varying climates and temperature conditions while performing field duties.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in both a typical office and construction environment. On an intermittent basis, sit at a desk or stand at a counter for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while performing field or office work; lift light weights. Drive a motor vehicle. Perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on a computer screen. Maintain mental capacity that allows or effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Plan Check Engineer
CAT:
FLSA:

POSN: 00064
Conflict of Interest